

Request for Flexible Work Hours

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss the possibility of adjusting my work hours to a more flexible schedule. Given my current responsibilities and personal commitments, I believe that a modified work arrangement could enhance my productivity and contribute positively to our team.

Specifically, I would like to propose [specific flexible work hours, e.g., starting at 10 AM instead of 9 AM]. I have carefully considered how this change would not only accommodate my personal needs but also ensure that my work performance remains at a high standard. I am committed to maintaining regular communication and meeting all deadlines.

I would appreciate the opportunity to discuss this proposal further and explore how we can make it a beneficial arrangement for both the company and myself. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Contact Information]